

Fire Prevention Bureau Inspection Manuals



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Mayor**

**John W. Brooks
Fire Commissioner**

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Deputy Fire Commissioner
Fire Prevention Bureau**

Fire Prevention Bureau Inspection Manuals

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**Fire Inspection
Technique**

**CHICAGO Fire Department
Fire Prevention Bureau**



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FIRE INSPECTION TECHNIQUE

Making a fire inspection is like any other task; the more experienced you become, the better you become. The first few inspections that you make will be slow and awkward. You will forget to check some things and spend too much time on others. With experience, however, you will develop the insight that will enable you to make effective fire inspections with ease. You will increase your powers of observation. You will learn to notice those things which are important and to ignore those which are not. (The first 100 are the hardest.)

Fire inspection work is vastly different from firefighting. You will encounter situations which are new to you. Fire inspecting requires a body of knowledge and a set of abilities different from firefighting. Perhaps the greatest single difference is that the Fire Inspector deals with people under non-emergency conditions when no danger exists. In other words, they haven't asked for our services. This difference changes the relationship between the Fire Inspector and the citizen.

The following is a brief outline of proper inspection technique. Observing these principles will facilitate your ability to deal with the public and to complete effective fire inspections.

APPEARANCE

You can't judge a book by its cover, but in fact, people do just that. First impressions are important. If you present a neat appearance, you tend to create an image of competence and credibility. The tacit assumption is that if a person is careful about personal appearance, he or she probably is careful in his or her job. Conversely, a sloppy appearance creates an image of carelessness or indifference.

Remember, you are a highly visible representative of the Chicago Fire Department. Our Department is over 100 years old. Thousands of our comrades have served this City heroically over the years. The public likes a firefighter. Be proud of yourself and your uniform. As an Inspector you will find yourself in a lot of dirty places, so it is not always possible to be as neat at 1600 as you were at 0830. Nonetheless, it doesn't take much to wipe off your shoes or to wear your hat squarely on your head. Look the part of a professional.

Don't carry a lit cigarette into an establishment. It looks bad and it obviously compromises your mission of fire prevention.

IDENTIFICATION

It is important that you always properly identify yourself to someone in authority when you make an inspection. This serves two purposes; it establishes the purpose of your visit explicitly and it protects the citizen from fraud. There are all kinds of con-artists posing as various inspectors with official sounding titles. A criminal may also case a business establishment while posing as an inspector. Alert business people are aware of this. They have a right to know exactly whom they are admitting to their premises and for what purpose. Always state that you are from the Fire Prevention Bureau of the Chicago Fire Department.

(Ident cont)

Your uniform and badge are, of course, your most conspicuous means of identification. You should also have your name tag clearly visible. If the citizen wants to write down your name, let him or her do it and don't worry about it. Always get the name of the person you have talked to in cases where he or she is not the responsible party.

COURTESY

Fire inspectors are not as popular as firefighters. Most people understand the need for fire inspectors, but they still resent the intrusion and possible cost of correcting violations.

The inspector, in uniform, is a symbol of authority which some members of the public may resent. Furthermore, your inspection is frequently an interruption in the daily schedule.

Common politeness (such as addressing a man as Mister or Sir and a woman as Ms. or Mrs.) and consideration (such as simply wiping snow from your shoes) will make your job easier. It demonstrates that you respect the citizen and appreciate his or her problems. Everybody likes that.

A practical tip in this regard is to avoid inspecting a restaurant between the hours of 11 A.M. and 2 P.M. These typically are busy hours for a restaurant. If you make your inspection at other times, the owner or manager will be more disposed to cooperate with you.

PROFESSIONAL POISE

Your job is fire prevention. The Fire Prevention Bureau has a well defined mission. We are concerned only with fire safety.

Don't get chummy. It's hard to be objective when you're friendly with someone. Be objective and consistent. Be as professional in inspecting a scrap dealer as you are in inspecting a theater. Your professional manner will be noticed and appreciated by the public.

Be business-like. Do not discuss politics. The elected government officials do not want fire disasters anymore than you do.

Occasionally an inspector will encounter rudeness or hostility on the part of a citizen. Nonetheless the inspector must remain firm but polite. Rudeness or loss of temper will only aggravate a situation and raise barriers to communication. A little diplomacy goes a long way.

A fire inspector, however, is not a doormat. Verbal abuse, harassment, or threat need not be tolerated. If such instances arise, the inspector can call for assistance from another member of the Bureau or from the Police.

(cont prof. police)

Before you leave a premise, let the occupant know what violations you have apparently found. Don't get involved in a long discussion; just briefly note what the violations are. It is unfair to leave an occupant with the impression that everything is alright only to have him or her receive a lengthy violation notice at some later date.

Answer any question that the citizen may ask. Always answer a question accurately. The citizen looks upon you as are representative of government and you should know your job. The worst disservice that a City employee can perform is to give misinformation. If you actually don't know the answer to a question, say that you don't know. Don't guess.

Don't get involved in a lengthy discussion over the justification of a particular ordinance or violation. You are there to do your job. The courtroom is the place for arguments.

The Bureau is not concerned with the morality of the occupancy to be inspected. You may be called upon to inspect an adult book store or a massage parlor. Your only concern in these cases is fire safety. If a business person's operation is legal, he or she is entitled to the protection of the law. However, any evidence of illegal operations which you may encounter, such as stolen merchandise or narcotics, should be reported to the Police.

ETHICS

In order for the Fire Prevention Bureau to do its job the general public must have confidence in the honesty and integrity of the Fire Inspectors. There have been numerous instances of illegal and unprofessional conduct on the part of government officials at all levels. (Remember "Watergate"?) The publicity which accompanies such scandals generates a cynicism on the part of the public toward all government employees. Nothing can be done to change past history, but much can be done to build public confidence in and support for the Fire Inspector.

In our society today it is important for the Fire Inspector not only to avoid impropriety, but also to avoid the appearance of impropriety.

The citizen owes you nothing. The tax collector does not reduce an individual's taxes because he or she is good to firefighters. We owe the citizens our services as professionals. Many small business people earn less money than you do.

1. Don't accept anything from a citizen. Don't take an envelope. Don't accept a cup of coffee in a restaurant. Don't accept a discount on merchandise. Such actions can be construed as acceptance of a bribe.
2. Do not say anything which can be construed as solicitation of a bribe. Do not comment on how nice something might look in your basement or how you happen to need something. Do not discuss the cost of correcting a fire violation. It is, however, part of the service of the Bureau to tell citizens how to go about complying with a violation, such as patching a wall with plaster or calling a scavenger for rubbish removal.
3. Do not refer a citizen with a violation to a particular contractor or vendor. Tell the person to look in the classified telephone directory for any particular service that is needed.

4. **Protect yourself.** If a citizen is apparently trying to compromise you, report the incident to your supervisor.
5. **While making the inspection have someone accompany you.** This will protect you from later being accused of pilferage. In addition, the person accompanying you may be able to provide you with information you need.

THOROUGHNESS

The first attribute of a good inspection is that it be thorough. Thoroughness simply means complete from top to bottom. Be sure to inspect the basement and all rooms of a building. Do not take a citizen's word that a particular room or space is vacant. If you encounter a locked door, ask to have it unlocked. In some instances a person may object to allowing you into a portion of the building for reasons of security or privacy. You should explain that you have to see the entire building. A given room could contain hazardous materials or an accumulation of rubbish.

This also applies to reinspections. Do not accept a citizen's word that a particular violation has or has not been corrected. You must be able to testify in court as to what you have observed in a building.

ACCURACY

Since fire inspection is basically a law enforcement operation, all aspects of an inspection must be accurate. An inaccuracy in a violation notice could be grounds for dismissal in court.

It is extremely important that all names, dimensions, and addresses be accurate. It is also important that the proper code section be cited for the situation encountered. If a citizen's lawyer checks the law, he or she can have a case dismissed if the section cited does not apply to the particular situation. For example, don't use 15-28-040 (hazardous chemicals) when you encounter improperly stored corrosive liquids. Section 15-28-390 applies to corrosive liquids.

If you encounter chemicals which are unfamiliar to you, accurately copy the names so that the substances can be identified at your office in a reference manual or by the engineers.

EVALUATION AND JUDGEMENT

Some fire violations are a simple matter of fact. Either an exit is locked or it isn't. Either a building has a standpipe or it doesn't. Either the sprinkler system is in service or it isn't. Violations of this type require observation only.

Other violations, however, require evaluation and judgement. Exactly how much rust requires that a fire escape be painted? When is the presence of rubbish sufficient to warrant the issuance of a violation? An accumulation of combustible rubbish results in many fires. On the other hand, the Fire Inspector is not sent out to nitpick and waste time on trivials. Otherwise the Bureau can become involved in meaningless harassment. Indeed, what constitutes rubbish? A pile of cardboard boxes could be rubbish or it could be valuable inventory. Although the Fire Inspector is supposed to be objective, situations of this type unavoidably involve judgement.

(Evaluation and Judgement cont)

In making a decision in these situations the Inspector should ask himself or herself, "Will correcting this condition improve the fire safety of this building?" If the answer is yes, then the violation should be cited.

One asset that every Inspector of the Fire Prevention Bureau must have is an intuitive appreciation for the destructive force of fire. That appreciation must play a strong part in the evaluation of all fire hazards.

CHICAGO FIRE DEPARTMENT RULES AND REGULATIONS
PRACTICES AND PROCEDURES

Knowledge of Rules, Laws, and Ordinances. Members of the Fire Department shall be responsible for knowledge of all applicable rules, regulations, laws, and ordinances affecting the department.

Section 2.07

Rewards or Fees for Services. The receipt of money or gifts by members, from governmental agencies, private corporations, or individuals for service rendered by them in their capacity as members of the Fire Department shall be reported in writing by the members concerned, through channels, to the Fire Commissioner, within five days after the receipt thereof. All such monies or gifts shall be subject to disposition by the Fire Commissioner.

Section 1.20

Solicitations for Money, Presents, or Sale of Tickets Forbidden. Members shall be entitled to all of their salaries without deduction, except as required by law or voluntarily permitted by them. Banquets, dinners, or parties shall not be given by members in behalf of other members, or the sale of subscriptions or solicitations, for money, presents, or the sale of tickets in respect thereto, permitted. Members shall not solicit subscriptions from citizens or businesses for Company or other purposes, except by authority of the Fire Commissioner, or sell tickets for entertainment or raffles.

Code Of Conduct

Section 2.01

Conduct unbecoming a member or employee of the Chicago Fire Department.

Section 2.30

Making a false official report.

Section 2.13 , 2.14

Violation of any law or ordinance.

Section 1.19

Receiving or accepting a reward or other valuable fee or gift from any person for services that were incident to the performance of duty or nonperformance of duty.

Section 2.15

Recommending any professional or commercial service.

Section 2.16

Any conduct or action taken to use an official action for personal gain or influence.

CITY OF CHICAGO PERSONNEL RULES

**RULE XVIII - DISCIPLINARY ACTION AND PROCEDURES FOR
CAREER SERVICE EMPLOYERS**

SECTION 1 - Causes For Disciplinary Action.

Sub-Section 7.

Falsely representing to a superior the quality and/or quantity of work performed by either the employee making the representation or any other employee.

Sub-Section 15.

Engaging in any act or conduct prohibited by the Municipal Code of the City of Chicago, the Illinois Revised Statutes, applicable laws of other states, or federal statutes.

Sub-Section 40.

Solicitation or acceptance for personal use of any fee or other valuable thing which may be construed as a bribe; that is when such fee, gift, or other valuable thing is solicited by or given to the employee, in hope or expectation of receiving treatment better than that accorded other persons, or using one's office so as to give the appearance of such impropriety.

Sub-Section 50.

Conduct unbecoming an officer or public employee.

ILLINOIS REVISED STATUTES

CHAPTER 38 - CRIMINAL LAW AND PROCEDURE

ARTICLE 33. OFFICIAL MISCONDUCT

Par.

33-1. Bribery.

33-2. Failure to report a bribe.

33-3. Official misconduct.

33-1. Bribery. A person commits bribery when:

- (a) With intent to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness, he promises or tenders to one whom he believes to be a public officer, public employee, juror or witness, any property or personal advantage which a public officer, public employee, juror or witness would not be authorized by law to accept; or
- (b) With intent to cause any person to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness, he promises or tenders to that person any property or personal advantage which he is not authorized by law accept; or
- (c) He receives, retains or agrees to accept any property or personal advantage which he is not authorized by law to accept knowing that such property or personal advantage was promised or tendered with intent to cause him to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness; or;

(33-1 cont)

(d) He solicits, receives, retains, or agrees to accept any property or personal advantage pursuant to an understanding that he shall improperly influence or attempt to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness.

Bribery is a Class 2 felony

Amended by P.A. 84-761. 1, eff. Jan 1, 1986..

33-2 Failure to report a bribe.

Any public officer, public employee or juror who fails to report forthwith to the local State's Attorney, or in the case of a State employee to the Department of State Police, any offer made to him in violation of Section 33-1 commits a Class A misdemeanor.

In the case of a State employee, the making the such report to the Department of State Police shall discharge such employee from any further duty under this Section. Upon receiving any such report, the Department of State Police shall forthwith transmit a copy thereof to the appropriate State's Attorney.

Amended by P.A. 84-25, Art. IV, . 10 eff. July 18, 1985.

33-3 Official Misconduct: A public officer or employee commits misconduct when, in his official capacity, he commits any of the following acts:

- (a) Intentionally or recklessly fails to perform any mandatory duty as required by law; or**
- (b) Knowingly performs an act which he knows he is forbidden by law to perform; or**
- (c) With intent or obtain a personal advantage for himself or another, he performs an act in excess of his lawful authority; or**
- (d) Solicits or knowingly accepts for the performance of any act a fee or reward which he knows is not authorized by law.**

A public officer or employee convicted of violating any provision of this Section forfeits his office or employment.

In addition, he/she commits a Class 3 felony.

Amended by P.A. 82-576, .1 , eff. Jan. 1, 1982; P.A. 82-790, 7, eff. July 13, 1982.

6-221. Felony Conviction

6-221. Felony conviction. None of the benefits provided in this Article shall be paid to any person who is convicted of any felony relating to or arising out of or in connection with his/her service as a fireman.

This section shall not operate to impair any contract or vested right heretofore acquired under any law or laws continued in this Article, nor to preclude the right to a refund.

All future entrants after July 11, 1955 shall be deemed to have consented to the provisions of this section as a condition of coverage.

DATE PRINTED



CHICAGO FIRE DEPARTMENT FIRE PREVENTION BUREAU REPORT OF INSPECTION

RECOM-CD

ICN

LAST
INSPECTIONANNUAL
DATE

STATUS

YEAR
BUILTOCCUPANCY
CLASSESINSP
TYPEINSERV
NBRAREA
OFFICEA
D
D
R

BLDG:

TEN:

FLOOR:

NAME:

ROOM:

DESC:

PREMISE ADDRESS:

OWNER/TENANT

RESPONSIBLE PARTY

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2

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CITY

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CITY

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PHONE

SEND NOTICE

PHONE

SEND NOTICE

WIDTH

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HEIGHT

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CONSTRUCTION TYPE

OTHER BLDG USE

MISCELLANEOUS

PERMIT NO.

ISSUE DATE

ANNUAL FEE

_____ LINES OF HAZARDOUS/FLAMMABLE MATERIALS PRINTED.

TYPE
OF
INSP
CTION

A

MFG. & BUS.

B

HOTELS

C

SCHOOL

D

INST.

E

LICENSE

F

NEW CONSTR

G

GAS LEAK

H

SPRK. STAND

J

EXIT & FA

K

SP FEE

L

FIRE DRILL

N

PUMP TEST

P

DEMO

S

COURT COMP

Z

AS FEE

R

RECK FEE

TYPE OF
ACTIVITY

1

COMPLETE

2

VIOLATION

3

COMPLAINT

4

RECHECK

NO.

INSPECTOR'S SIGNATURE

DATE

INSP. TIME
HRS. MIN.

BOOK NO.

SUPERVISOR'S SIGNATURE

DATE

PAGE

PAGE:

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PREMISE ADDRESS:

VIOL. NBR

LOCATION AND/OR DESCRIPTION

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12

DOCUMENT DEFINITIONS

I.C.F.

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CHICAGO FIRE DEPARTMENT FIRE PREVENTION BUREAU REPORT OF INSPECTION

RECOM-CD

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STATUS

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CLASSES

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INSERV
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AREA
OFFICE

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16½

TEN: 14

12

FLOOR: 15

NAME:

17

ROOM: 16

DESC:

18

PREMISE ADDRESS:

19

OWNER/TENANT

RESPONSIBLE PARTY

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CONSTRUCTION TYPE

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OTHER BLDG USE

MISCELLANEOUS

PERMIT NO.

ISSUE DATE

ANNUAL FEE

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33

34

LINES OF HAZARDOUS/FLAMMABLE MATERIALS PRINTED.

TYPE

A

MFG. & BUS.

B

HOTELS

C

SCHOOL

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TYPE OF
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36

COMPLETE

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VIOLATION

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COMPLAINT

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36

RECHECK

BOOK NO.

37

INSPECTOR'S SIGNATURE

DATE

INSP. TIME
HRS. MIN.

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BOOK NO.

38

SUPERVISOR'S SIGNATURE

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PREMISE ADDRESS:

VIOL. NBR

LOCATION AND/OR DESCRIPTION

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4000

DATE PRINTED



CHICAGO FIRE DEPARTMENT FIRE PREVENTION BUREAU REPORT OF INSPECTION

RECOM-CD

ICN

(2)

LAST INSPECTION	ANNUAL DATE	STATUS	YEAR BUILT	OCCUPANCY CLASSES	INSP TYPE	INSERV NBR	AREA OFFICE
			(4)	(4) (4)	(2)		(3)

A BLDG: (5)
 D TEN: (4)
 D FLOOR: (3) NAME: (15)
 R ROOM: (4) DESC: (25)

PREMISE ADDRESS:

OWNER/TENANT				RESPONSIBLE PARTY				
(23)				1	(23)			
(23)				2	(23)			
(23)				3	(23)			
(23)				4	(23)			

CITY	ST	ZIP	CITY	ST	ZIP
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PHONE	SEND NOTICE	PHONE	SEND NOTICE
(10)	Y	(10)	Y

WIDTH	LENGTH	HEIGHT	BSMT	WATER	EX	FA	AS	SP	FP	HD	CONSTRUCTION TYPE	TRUSS
(5)	(5)	(3)	(2)	(3)	(1)	(1)	(1)	(1)	(1)	(1)	correct abbreviation (1)	(1)

OTHER BLDG USE	MISCELLANEOUS	PERMIT NO.	ISSUE DATE	ANNUAL FEE
(14)	(25)	(6)		

LINE OF HAZARDOUS/FLAMMABLE MATERIALS PRINTED.

TYPE OF INSP- TION	A	MFG. & BUS.	B	HOTELS	C	SCHOOL	D	INST.
	E	LICENSE	F	NEW CONSTR	G	GAS LEAK	H	SPRK. STAND
	J	EXIT & FA	K	BLDG. DEPT.	L	FIRE DRILL	N	PUMP TEST
	P	DEMO	S	COURT COMP	Z	OTHER		

TYPE OF ACTIVITY	1	COMPLETE	2	VIOLATION	3	COMPLAINT	4	RECHECK

BOOK NO. (3)	INSPECTOR'S SIGNATURE	DATE	INSP. TIME HRS. (2) MIN (2)

BOOK NO. (3)	SUPERVISOR'S SIGNATURE	DATE	PAGE

Note: A space counts as a character
 The characters that can be used in each field

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VIOL. NBR

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DATE PRINTED



CHICAGO FIRE DEPARTMENT FIRE PREVENTION BUREAU REPORT OF INSPECTION

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OWNER/TENANT

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	P	DEMO	S	COURT COMP	Z	AS FEE	R	RECK FEE

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ACTIVITY

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LOCATION AND/OR DESCRIPTION

DATE PRINTED



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PREMISE ADDRESS:

OWNER/TENANT

RESPONSIBLE PARTY

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CONSTRUCTION TYPE

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OTHER BLDG USE

MISCELLANEOUS

PERMIT NO.

ISSUE DATE

ANNUAL FEE

LINES OF HAZARDOUS/FLAMMABLE MATERIALS PRINTED.

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PUMP TEST

RECK FEE

TYPE OF
ACTIVITY

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COMPLETE

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VIOLATION

3

COMPLAINT

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BOOK NO.

INSPECTOR'S SIGNATURE

DATE

INSP. TIME
HRS. MIN.

BOOK NO.

SUPERVISOR'S SIGNATURE

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ICN:

PREMISE ADDRESS:

VIOL. NBR

LOCATION AND/OR DESCRIPTION

CD

DATE PRINTED

1

1. **DATE PRINTED** - This is the date the form was printed. If two forms exist, the one with the most current date should be used and the other discarded, provided they are for the same ten/str.

RECOM-CD

2

2. **RECOND-CD (RECOMMENDATION CODE)** - This code will be used to recommend the course of action to be taken. Inspection control form should come out blank when status shows original. If structure or tenant is vacant or NAV, you should insert "00" in this field when submitting to close this document. See the manual for recommendation codes.
(Must fill)

RECOMMENDATION CODES

	Blank - Open - Inspection Pending
00	Closed - No Violations
10	Closed - Violations too minor to pursue
13	Closed - Government owned (Building Dept.)
15	Reinspect - Comply in 15 days
30	Reinspect - Comply Immediately
40	Reinspect - C - Board notice and violation notice
44	Reinspect - C - Board Notice
60	Reinspect - Court Case

RECOMMENDATION CODES

	Blank - Open - Inspection Pending
00	Closed - No Violations
10	Closed - Violations too minor to pursue
13	Closed - Government owned (Building Dept.)
15	Reinspect - Comply in 15 days
30	Reinspect - Comply Immediately
40	Reinspect - C - Board notice and violation notice
44	Reinspect - C - Board Notice
60	Reinspect - Court Case

ICN
3

3. **ICN (INSPECTION CONTROL NUMBER)** - This is a number assigned by the computer. This number will remain the same on this form until all violations are complied. (Don't Touch)

**LAST
INSPECTION**

4

4. **LAST INSPECTION** - This is the date that the structure or tenant indicated on the Inspection Control Form was last inspected. This field will always be printed by the computer unless you are using a blank form. On a blank form this field may be left blank.

**ANNUAL
DATE**

5

5. **ANNUAL DATE** - This is the date assigned by the area supervisor on which the annual inspection form will be printed each year. Tenant, except in special cases, should be assigned the same date as the structure. (Must Fill)

STATUS

6

6. **STATUS** - This field indicates whether an inspection report (INSPECTION CONTROL FORM) is to be completed for an inspection or a recheck. If a recheck is indicated, this field will indicate which recheck is to be complete such as 1-rechk, 2-rechk, etc. This field will always be printed by the computer. The computer will only show a maximum of 4-rechecks. If you are filling out a blank form this field may be left blank.

YEAR BUILT
7

7. **YEAR BUILT** - This designates the year the structure you are inspecting was built, or the year that the latest additions were made to the building. If you cannot find the exact year that the structure was erected, and you do know that the structure was built before the pre-ordinance date of January 20, 1950 - insert the year 1949. This will indicate that the structure is pre-ordinance. This field must always be completed on structure documents only, not needed on tenant documents.

(4 Digits long, must fill)

**OCCUPANCY
CLASSES**

8

- 8. OCCUPANCY CLASS** - This will indicate the nature of the business that the party you are inspecting owns or operates, such as a Tavern, Theater, or Industrial Building. Use only those Alpha Numerical Classifications listed in this manual and insert it in this field. A second Occupancy class is optional on structure forms. However, when a second class is used the primary class should be listed first. There must be one occupancy class field completed or the inspection form will be rejected. (2-4 characters long) (Must fill)

OCCUPANCY CLASSIFICATIONS

A2 Multiple Dwellings Sleeping Accommodations: 10 or more

A200	Multiple
A206	Hotels
A210	Public Sleeping Accommodations
A203	High Rise

B Institutions

B100	Institutions
------	--------------

C1 Large Assembly (300 or more)

C100	Large Assembly
C111	Restaurant
C112	Night Club

C2 Small Assembly (Less than 300, More than 100)

C200	Small Assembly
C211	Restaurant
C212	Tavern
Notel	Restaurants and Taverns less than 100
	see
	Occupancy class "F"

C3 Schools

C300	Schools
C301	Type 1
C302	Type 2
C303	Type 3

D Open Air Assembly

D100	Open Air Assembly
------	-------------------

E Business Unit

E100	Business Unit
------	---------------

F Mercantile Units

F100	Mercantile
F017	Restaurant
F016	Tavern

G Low Hazard Industrial Units

G100	Low Hazard Industrial
G200	Moderate Hazard Industrial

H1 Low Hazard Storage Units

H100	Low Hazard Storage
------	--------------------

H2 Moderate Hazard Storage Units

H200	Moderate Storage
H210	Warehouse
H202	Tank (Non Hazardous) Storage

H3 Garage and Hangers

H300	Garages and Hangers (Six Months)
------	----------------------------------

I Hazardous Use Units

I100	Hazardous Use
I101	Tanks (Hazardous)

J Miscellaneous

J100	Miscellaneous
J002	Gas Station

K001	K Abandoned Abandoned
------	--------------------------

L001	L Vacant Vacant
------	--------------------

M001	M Mixed Occupancy Mixed Occupancy
------	--------------------------------------

**INSP
TYPE**

9

9. **INSP TYPE (INSPECTION TYPE)** - This field refers to the type of inspection being made, walk thru, fire drill, etc. (See manual for valid inspection types.) Note that violations will appear only on annual, automatic sprinkler, and tank forms, regardless of inspection type. (9-2 character long)

INSPECTION TYPES

AN	=	Annual
AS	=	Automatic Sprinkler
FD	=	Fire Drill
HZ	=	Hazardous Use (Semi Annual)
HR	=	High Rise
NC	=	New Construction
TF	=	Task Force
TK	=	Underground Storage Tanks
WT	=	Walk Thru

**INSERV
NBR**

10

10. **INSERV NBR (INSERVICE NUMBER)** - This is the engine and/or truck company number whose still district is within the range of addresses. This number is printed by the computer.
(Don't touch)

**AREA
OFFICE**

11

11. **AREA OFFICE** - This field indicates the office and section in which the structure you are inspecting is located. This field must be completed entirely, such as CO1, NO2, SO3, WO2, etc. This field is also used to indicate other programs such as inservice inspections (D), school inspections (E) and institutional inspections (I01). This field must always be completed. (3 characters long, must fill)

A D D R		BLDG:	
		TEN:	
	12	FLOOR:	NAME:
		ROOM:	DESC:

12. **ADDR (Address)** - This will always be printed by the computer unless you are filling out a blank form. These addresses will correspond with address assigned by the Department of Buildings. This field belongs to Department of Buildings. If wrong, change. Fire Prevention Bureau will try to correct with Department of Buildings.

A D D R	BLDG: 13		
	TEN:		
	FLOOR:	NAME:	
	ROOM:	DESC:	

13. **BLDG: (building number)** - This field should be completed when you are inspecting a large complex of buildings having only one general mailing address, and only if there currently exists a system for numbering the individual structures. A good example of this case is the Michael Reese Hospital Complex, which uses only one mailing address for all hospital structures, with all structures using an alpha-numerical identification system for each structures, such as A-1, A-2, B-2, etc. If the complex you are inspecting does not assign a specific identification number or letter for identifying individual structures and you cannot sufficiently identify the structures through secondary addresses, you will be required to talk to responsible persons of the complex and assign an identification number or letter to each structure for Fire Prevention identity. If you are not inspecting a complex, the building number will be five zeroes (00000). If the building is a rear building the building will be REAR0 (Zero). This field is used only when necessary. (5 characters long)

A D D R		BLDG:	
		TEN: 14	
		FLOOR:	NAME:
		ROOM:	DESC:

14. **TEN (structure/tenant)** - This field indicates whether you are making an inspection of an entire structure, or if you are inspecting a tenant within the structure. If a building is occupied in its entirety by one concern (occupant) or business (one ownership), then only a structure (str) inspection report is required. If a structure is occupied in whole or in part by tenants, a structure inspection report form is required plus a tenant (ten) inspection control form for each tenant within the structure. The computer will assign a number to each tenant, such as (0001, 0002, 0003, etc.) depending on the amount of tenants within the structure. When you are filling out blank Inspection Control Forms, indicate structure (str) (5 characters long) or tenant (ten). (4 characters long)

A D D R			BLDG:	
			TEN:	
			FLOOR: 15	NAME:
			ROOM:	DESC:

15. **FLOOR** - This field indicates the floor on which the tenant operates his business. If the tenant occupies more than one floor within the structure, indicate the floor where his/her office is located within the structure. This field is used only if necessary. (3 digits long)

A D D R	BLDG:	
	TEN:	
	FLOOR:	NAME:
	ROOM: 16	DESC:

16. **ROOM (room or suite number)** - This field indicates that the tenant is operating his business from a specifically numbered office or suite, such as doctor's office, clerical services, loan companies, etc. Include this number in his/hers owner/tenant or responsible party address. This field is used only if necessary. (4 characters long)

A D D R	BLDG:	16½
	TEN:	
	FLOOR:	NAME:
	ROOM:	DESC:

16-½. Indicate if Vacant, N.A.V., Razed & Graded, Delete Residential, etc. (Do not obstruct name/description block with comment.)

A D D R		BLDG:		
		TEN:		
		FLOOR:	NAME:	17
		ROOM:	DESC:	

17. **NAME** - on **STRUCTURE ONLY** inspection forms, this is an option field. Possible uses, i.e., new construction, court case number, if there is an injunction against the structure or the Fire Prevention Bureau, etc. (15 characters long)

NOTE! - on **TENANT** inspection forms, this section should contain the name of the tenant as will be shown on the "BT" screen when searching for tenants within the structure. (15 characters long)

A D D R			
	BLDG:		
	TEN:		
	FLOOR:	NAME:	
	ROOM:	DESC:	18

18. **DESC** - on **STRUCTURE ONLY** inspection forms, this is an optional field. Possible uses, i.e., rehabilitation of structure, a synopsis of an injunction ruling, etc. (25 characters long)

NOTE! - on **TENANT** inspection forms, this section can be used to continue the tenant name if the 15 characters allotted in the name block is insufficient. (25 characters long) (Try to stay within the 15 characters allotted in Block 17.)

PREMISE ADDRESS: 19

19. **PREMISE ADDRESS** - This is the F.P.B. premise address for this structure/tenant. It can be any valid address within the ranges of the above address fields. Any changes are to be made in this field. (Must fill)

OWNER/TENANT				
				1
20				2
				3
				4
CITY	S			
PHONE	SEND NOTICE			

20. **OWNER/TENANT** - This is the name and address of the company, person, or persons owning or managing the structure, or the name and address of a single tenant within the structure you are inspecting. **Always** use the full first and last name of the individual that you are naming as the owner/tenant. **Do not** abbreviate, i.e., Tom, Dick, Bob, Joe, etc. Always list the business name first under owner/tenant heading. This field must always be completed. Phone number is required. Lines 1-4 are 23 characters long each, city is 16 characters long, state is 2 characters long, zip is 9 digits long (only first 5 are required) and phone number is 10 digits long with their area code first, ex. (312) 744-4762. If you want a notice to go to the owner/tenant, you must **CIRCLE "Y"** in the send notice section. If you want a notice to go to the responsible party but not to the owner/tenant, **CIRCLE "N"** in the owner/tenant section and **"Y"** under responsible party.

	RESPONSIBLE PARTY		
1	21		
2			
3			
4			
	CITY	ST	ZIP
	PHONE	SEND NOTICE	

- 21. RESPONSIBLE PARTY** - This is the name and address of the company person or persons who are responsible for the violations listed on your Inspection Control Form. The address listed under responsible party shall be the address that the person responsible for correcting the violation receives his mail. Always use the full first and last name of the individual that you are naming as the responsible party. Do not abbreviate, i.e., Tom, Dick, Bob, Joe, etc. This field is used only if necessary.

WIDTH	LENGTH
22	22

22. **WIDTH AND LENGTH** - These fields are to be completed for all inspections. When making a structure inspection indicate the greatest outside dimensions, even though a building may have an irregular shape. There shall be only two dimensions listed in this field such as 110'-225'. For a tenant inspection this field indicates the area the tenant occupies on a specific floor. If you encounter a tenant who occupies more than one floor, indicate the largest area. For circular structures indicate the dimensions of the square footage to indicate area and use only one set of dimensions. These fields must be completed. If exact dimensions are known, use them, if not known, round off dimensions in multiples of 5. (5 digits long, must fill)

HEIGHT

23

- 23. HEIGHT -** This field indicates the total height of the building in floors and is to be completed for all inspections whether structure or tenant. On tenant inspections verify that the height is the same as the height indicated on the structure form. This field must always be completed. (3 digits long, must fill)

BSMT

24

- 24. BASEMENTS** - Indicate the number of basements in the building. If there is just one basement put a "01" in this field. If there is a basement plus a sub-basement, put a "02" in this field. If there are two basements and a partial basement put "2P" (p for partial) in this field. If there are no basements, put an "N" in this field. (2 characters long, must fill)

WATER

25

25. **WATER** - This field is used only when a structure has either a sprinkler or standpipe system. This field indicates the source of water supply such as gravity tank, reservoir, city pressure, or pressure tank. Consult this manual for correct abbreviation to use. This field will accept no more than four types of water supply. Use this field only when necessary. (Up to 4 water supplies)

Water Supply

G	=	Gravity Tank
R	=	Reservoir
C	=	City Pressure
P	=	Pressure Tank

26	EX	FA	AS	SP	FP	HD
----	----	----	----	----	----	----

26. EX (exit signs), FA (fire alarm), AS (automatic sprinklers), SP (standpipe), FP (fire pump), HD (heat detectors). These fields indicate the existence of a fire alarm or fire protection system within the structure or tenant that you are inspecting. If any of these systems are present, indicate in the specific field with the letter "Y". Do not use any other words such as "NO" or "NOT REQUIRED". If the structure or tenant has none of these systems, leave the field blank. If the structure has a partial system, do indicate with the letter "Y"; also indicate in the "other building use" field the extent of a partial system such as "A.S. BASEMENT". Use good judgement when you find this condition. If you feel it should be noted, put it down. Spray painting booths are not partial sprinkler systems. Non-required sprinklers, standpipes, exit signs or fire pumps should be indicated by the letter "Y". Wells Fargo, A.D.T. and other private fire alarm systems that are not required, should not be indicated on your investigation control form. These fields are used only when necessary. ("Y" or blank fields)